

No.I-14011/2/2018-ADMIN.-CPC
Government of India
Ministry Chemicals & Fertilizers
Department of Chemicals & Petrochemicals
Admin Division

Kartavya Bhawan-02, New Delhi,
Dated: 14th Sept 2026

NOTICE INVITING QUOTATIONS

Subject: Invitation of quotations for procurement of one iPad for official use – reg.

Department of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers, Government of India, intends to procure one (01) iPad for official use. Since the required item is not available on the Government e-Marketplace (GeM), quotations are hereby invited from reputed and eligible firms/vendors for supply of the required iPad, as per the specifications and terms and conditions given below.

1. Details of Requirement

Sl. No.	Particulars	Details
1.	Name of Item	iPad Air
2.	Quantity	01 No.
3.	Purpose	Official use
4.	Make/Model	As per specifications prescribed below
5.	Condition	Brand new and unused
6.	Warranty	Standard OEM warranty
7.	Place of Delivery	Kartavya Bhawan-02, New Delhi
8.	Delivery Period	Within 07 days from the date of issue of Purchase Order

2. Technical Specifications

The firms/vendors are required to quote for an iPad conforming to the following minimum specifications:

Sl. No.	Specification	Minimum Requirement
1.	Product	Apple iPad Air
2.	Display	27.59 cm-11"
3.	Storage	128 GB
4.	Connectivity	Wifi
5.	Processor/Chip	M4
6.	Operating System	Latest compatible version
7.	Accessories	Standard accessories supplied by OEM

8.	Warranty	As per Provided by the OEM.
9.	Other requirements	The product should be current/latest available model conforming to the prescribed specifications

3. Eligibility of Firms/Vendors

The participating firms/vendors should:

- be a registered firm/company/authorised dealer/distributor of the product being quoted;
- possess a valid GST registration and PAN;
- quote for a genuine, brand-new and unused product;
- be capable of supplying and delivering the product within the stipulated period; and

4. Price Quotation

The quotation shall be provided in the following format:

- i. Name of the Firm / Agency:

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- ii. Full Address (with Telephone, Mobile, Email):

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- iii. Name of the Proprietor / Authorized Person:

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- iv. Specification and price:

S.No.	Item	Quantity	Unit price	Total price (INR) including GST
1	Apple iPad Air	01		

- v. Registration details:

- GST Registration No.: _____
- PAN No.: _____
- Labour / Service Registration (if applicable): _____
- EPF / ESI Registration (if applicable): _____

The quoted price should be inclusive of all charges for packing, forwarding, transportation and delivery at the Department's premises, with applicable taxes

indicated separately. The firm shall clearly mention the make, model number, configuration and warranty of the product offered.

5. Submission of Quotations

Interested firms/vendors may submit their quotations in a sealed cover/email, as specified below, duly signed and stamped by the authorised representative.

The quotation should be accompanied by:

- Name and complete address of the firm;
- GSTIN;
- PAN;
- Technical specifications
- Make and exact model number;
- Warranty details;
- Delivery period;
- Price quotation.

6. Last Date and Time for Submission

The quotations should reach the Department **on or before 17.09.2026 at 17:00 hrs.** Quotations received after the stipulated date and time may not be considered.

7. Address for Submission

The quotations may be submitted to:

The Deputy Secretary (Admin)
Department of Chemicals & Petrochemicals
Government of India
Address: 23051 KB-02, New Delhi
Email: ganesh.singh30@gov.in

The subject line of the email, wherever applicable, may be indicated as:

“Quotation for procurement of iPad for official use”

8. Opening/Evaluation of Quotations

The quotations received within the prescribed time shall be examined by the duly constituted Local Purchase Committee (LPC). The Committee shall assess the compliance of the quoted product with the prescribed specifications and examine the reasonableness of the rates, taking into consideration the prevailing market rates, specifications, warranty, delivery period and other relevant factors. The Committee shall make its recommendation to the competent authority for further necessary action.

9. Terms and Conditions

- i. The product offered should be **brand new, unused and genuine**, and should be sourced from the OEM/authorised channel.
- ii. The firm shall clearly specify the exact model/configuration offered. Quotations without adequate product details may not be considered.
- iii. The Department reserves the right to seek clarification from any firm

regarding the quotation submitted.

- iv. The Department reserves the right to accept or reject any or all quotations, wholly or partly, without assigning any reason.
- v. Submission of a quotation shall not confer any right on the firm for award of the purchase order.
- vi. No advance payment shall ordinarily be made. Payment shall be released after satisfactory supply, inspection and acceptance of the item, subject to applicable rules.
- vii. The selected firm shall supply the item within the stipulated delivery period. In case of delay, the provisions of the purchase order shall apply.
- viii. The item supplied shall conform in all respects to the specifications quoted and accepted by the Department.
- ix. The Department shall not be responsible for any postal/courier/email delay in receipt of quotations.
- x. The procurement shall be governed by the applicable provisions of the General Financial Rules (GFR), 2017, as amended from time to time, and extant instructions issued by the Department of Expenditure.
- xi. The quotation shall remain valid for a period of **21 days** from the last date of submission.
- xii. Any quotation containing conditional rates or conditions contrary to the requirements of this notice may be liable for rejection.

10. Important Dates

Particulars	Date/Time
Date of publication of Notice	14.09.2026
Last date for submission of quotation	17.09.2026
Time of closing	17:00 Hrs
Date/time of opening of quotations	18.09.2026 / 12:00 Hrs

For any clarification, the firms may contact:

Shri Sachin Kumar Poria
Designation: Section Officer
Telephone: 23387208
Email: sachin.poria@gov.in

(Ganesh Singh)
Deputy Secretary to Govt of India

Copy to: NIC (for uploading on the website of DCPC)